

United States Army Japan Merit Promotion and Placement Vacancy Announcement		雇用の種類/Employment Type MLC	施設名/Location キャンプ座間/Camp Zama
空席広報番号/Announcement Number MLC(I)14-062	募集期間/Opening Period Open Until Filled		募集範囲/Area of Consideration すべて/All
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade Engineer (General), #541, BWT 1-7/8 *See below <u>Required Conditions of Employment.</u>		基本給/ Basic Wage ¥272,400(BWT 1-8) ¥236,500 (BWT 1-7)	
部隊名/Organization Engr Svc Br, Engineering Div, DPW, USAG-J		勤務時間/Work Schedule 週 40 時間制/Hours Per Week 0800～1645 Hours <input checked="" type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input type="checkbox"/> 土/Sa <input type="checkbox"/> 日/Su	
応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents) <u>* ご応募に際して、注意事項 (http://www.usagj.jp.pac.army.mil/gojobs/howtoapply_jp.aspx) を必読ください。また申請用紙も同ページより入手してください/ Please click on the above URL and read the website. The application forms are available at the website.</u> **USFJ フォーム 196 aEJ、職務記述書、資格・証明書、その他 KSA を証明する書類など、すべてが揃って初めて応募書類一式として有効となります。必要な情報はすべて記入してください/ USFJ Form 196aEJ, resume of work experience, and licenses/certificates or other documents necessary to demonstrate your KSA and qualification should be included in complete application package for consideration. 申請用紙 / Applications : <input checked="" type="checkbox"/> 履歴書/USFJ FORM 196aEJ <input checked="" type="checkbox"/> 職務経歴書 / Resume of Work Experience <input type="checkbox"/> 質問状 / Questionnaire (該当する場合は、この空席広報最終ページに質問状 (別添) があります / If applicable, the sheet of Questionnaire is attached at the last page of this vacancy announcement) * 旧申請用紙(AJ Form 1021)での提出は無効です/ Submission of Application in AJ Form 1021 is invalid. 申請用紙の記入言語 / Language to complete applications : <input checked="" type="checkbox"/> 英語/ English <input type="checkbox"/> 日本語/ Japanese <input type="checkbox"/> 日本語 (英語での記入も可) / Japanese (English is acceptable as well) <input checked="" type="checkbox"/> ALCPT、TOEIC®、TOEFL®、英検のスコアの写し/ Copy of ALCPT score, TOEIC® score, TOEFL® score or EIKEN score. <input type="checkbox"/> 日本の運転免許証の写し/ Copy of Japanese driver's license <input checked="" type="checkbox"/> 最高学歴の卒業証明書の写し/ Copy of diploma of highest education completed. <input checked="" type="checkbox"/> その他/Other 必要資格の免許または修了証のコピー/ Copy of required licenses and/or certificates			
応募方法/To Apply 上記の書類を締切日までに担当の人事課まで郵送してください。 締切日の午後 3 時必着。ファックス、電子メール及び宅配便での応募は受理できません。 提出された応募書類は返却いたしません。 記載漏れや必要な証明書、署名等の不備がある、あるいは締切時間以降に届いた応募書類は、審査不可となります。 記載内容に虚偽の申告があると認められたときは応募が無効となります。 Mail the application to the office shown in the bottom of this form along with necessary documents specified above. Application must be received no later than 1500 hours on the closing date. Applications sent through fax, e-mail and/or delivery dealers except Japan Post Co., Ltd. are not accepted. All submitted documents will not be returned. Incomplete applications (applications without signature, required information or certificates/documents) and applications not meeting the suspense time and date will not be considered. Applications, if found with false statements, are invalid.			
提出先 <u>宛先</u> 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 102 G-wing <u>宛名</u> 基地管理本部 日本人事務所 日本人雇用課 IMJN-JER MLC(I)14-062		Submit To <u>Address:</u> Bldg 102 G-wing, Camp Zama Zama-shi, Kanagawa-ken 252-0000 <u>Name:</u> JESO, USAG-J IMJN-JER MLC(I)14-062	

職務内容/Duties

Serves as a general engineer in the specifications writing section of ESB who provides specification packages for construction projects for USAG-J. Provides technical guidance to ESB architectural / civil / electrical / mechanical project engineers, DPW staff, installation managers, customers, and contractors on all aspects of specification writing. Types of projects include, but are not limited to, Sustainment, Restoration, and Modernization (S/RM), Operation Maintenance Army funded (OMA), Army Family Housing (AFH), Reimbursable, and Non-Appropriated Fund (NAF).

1. Provides technical management, oversight, and professional assistance in engineering design, execution schedules, and work plans. Prepares specifications for design projects and ensures they are prepared in accordance to Unified Facilities Guide Specifications (UFGS) and completed to the extent which allows for timely project execution, meeting contract requirements, meeting the users' functional needs, complying with current codes, technical criteria, policies, and all applicable host nation engineering considerations. Accurately interprets of the scope of work, guide specifications, and criteria for DPW chain of command, key stakeholders, and other organizations. Participates in meetings / conferences which discuss project design, planning, funding, and priorities.
2. Analyzes designs for optimum efficiency. Assists design engineers in coordinating with using agencies on contract design and specifications requirements. Prepares the meetings minutes and reports concerning various engineering actions. Conducts field investigations of engineering projects, inspects construction in progress, and provides technical assistance in resolving design deficiencies and construction problems. Makes recommendations as necessary to assure sound economic engineering quality designs, meeting mission requirements, and conformance with directives and regulations governing facilities operation to minimize future maintenance and repair problems.
3. Prepares and updates project schedules for all projects/programs within ESB. Works independently to obtain all project information and milestones. Brief the Chief, ESB and other ESB section leaders a minimum of once/month. Prepares architectural (or whichever discipline of engineering educated in) project designs and cost estimates as needed per ESB work load. Reviews all projects to be presented by DPW at the Real Property Planning Board. Checks to verifies and validates each project work scope and cost, as well as suggest execution strategy (contract type). Coordinates your efforts between DPW's Technical Services Branch and ESB engineers/architects.
4. Performs engineering inspections, develops technical documentation, and prepares analytical reports of the condition of architectural building / civil / electrical / mechanical systems. Coordinates designs and timeline with using agency, DPW staff, and key stakeholders. Assists with preparation of documents in establishing/renewing miscellaneous contracts. Attends site visits for all non-IDIQ types of projects and coordinate project work scope between ESB engineers/architects and customers.
5. Reviews and provides comments on engineering plans, specifications, and design analyses prepared by the ESB engineers, Japan Engineering District (JED), Government of Japan (GOJ), Architectural – Engineering firms, and other engineering activities for all US funded and host funded projects. When applicable, participates in onboard review conferences, job-site orientations, pre-design meetings, pre-construction conferences, and in pre-final, final and warranty inspections conducted by the contracting office, DPW, and JED.

Performs other duties as assigned (to include but not be limited: preparation of SRM project work classification report for budget office, ESB work load summary chart, and ISR data collection for DPW BOID).

最低必要応募資格基準/MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:

BWT 1-7:

Must have at least one (1) year of specialized experience equivalent to BWT 1-6 OR Doctorate Degree in Graduate School in a related field.

BWT 1-8:

Must have at least one (1) year of specialized experience equivalent to BWT 1-7.

*The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

**When substituting education for special experience, a transcript and a certificate of graduation and/or diploma must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.

その他の必要応募資格条件/Other Qualification Requirements:

BWT 1-7:

- 1) Must be university graduate with specialized education in Architectural Engineering or possess an official engineering license (1st/2nd class Kenchikushi).
- 2) Average Proficiency Requirements: Language Proficiency Level 2, TOEIC® 470, TOEFL® (PBT 460, IBT 48) or Eiken Grade Pre 2.

BWT 1-8:

- 1) Must be university graduate with specialized education in Architectural Engineering or possess an official engineering license (1st class Kenchikushi).
- 2) Fluent Proficiency Requirements: Language Proficiency Level 3, TOEIC® 730, TOEFL® (PBT 551, IBT 79) or Eiken Grade 2.

要求される雇用条件/Required Condition of Employment:

BWT 1-7/1-8:

1. Must be able to work beyond the normal workday and to go on TDY when required.

*Selection may be made at a lower grade (ENGINEER(General), #525, BWT 1-7) depending on the qualifications of the applicant. Incumbent may be non-competitively promoted upon supervisor's confirmation that the incumbent is performing at the next higher level. Promotion is not automatic but is contingent upon completion of all requirements to include training and/or qualifications/licenses, Time in Grade (TIG) and classification review.

タイムイングレード/Time-In-Grade (TIG):

* To be promoted, current MLC/IHA employee applicants must have served at least 12 months in any USFJ permanent positions at the next lower grade or above. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.